



## Job Announcement

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<b>Opening Date:</b>	May 27, 2014	<b>Closing Date:</b>	June 10, 2014
<b>Job Title:</b>	District Court Clerk I/II – Civil	<b>Position Type:</b>	Regular Full-Time
<b>PIN:</b>	000624, 063094	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 8, Baltimore County Towson, MD	<b>Grade/ Entry Salary</b>	Level I J05 \$28,404 - \$33,616 Level II J06 \$30,157 - \$35,732
		<b>Financial Disclosure:</b>	No

### **Regular State employees subject to promotion/demotion policy**

**If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.**

**Essential Functions:** Work involves performing specialized clerical functions involving Civil Court proceedings. Greets and assists the public, police, attorneys and court personnel with inquiries on court cases. Responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures. Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures. Enters new cases and updates existing case information into the District Court's data systems. Sorts and sends completed case to proper court location for trial. Researches, pulls, distributes and files case folders. Receives, opens, sorts and distributes mail to the appropriate section of the court. Performs other clerical duties or complete special assignments as needed.

**Education:** High school diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of modern office practices, procedures systems and equipment required to support the assigned unit. Ability to learn and utilize basic legal terminology, standard legal forms and documents used in the Maryland District Courts. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person, in writing and on the telephone. Ability to cross train in other areas. Ability to maintain and use detailed alpha and numeric filing systems. Ability to open, process and distribute mail. Ability to consistently manage work load. Knowledge of basic English grammar. Ability to learn and apply specific court related software applications. Ability to exercise tact and understanding in stressful situations. Ability to multi-task and prioritize. Strong organizational skills. Ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Materials must be received at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address. Bilingual applicants are encouraged to apply.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files and faxes are not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.